

# **Vermont Student Census – Fall Update School Year 2008-2009**



## **Data Reporting Instructions Public Schools and Supervisory Unions Enrolling Students**

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## **Data Reporting Instructions for Public Schools and Supervisory Unions enrolling students**

### **What is the Student Census?**

1. The Fall Update of the Student Census replaced previous year's October 1 student census. In this collection, we ask for more information per student. This information will allow the Department of Education (DOE) to create the October 1 count and to meet new federal data reporting requirements. This collection marks the beginning of an effort to consolidate existing student data collections. The goal is to ask for student data in a particular format and use that data to meet our needs rather than requesting the same data from schools in many different formats. In addition, VT Legislation has asked us to provide alternative measures of calculating the ADM data, this will happen two ways, a Fall/Spring snapshot and a 20 day ADM period vs the previous 40 day. Please see Sec. 16. 16 V.S.A. § 4001(1) for more information (copied below in Appendix A). Other than #3 below, your report instructions for the Public School Census will not change. For further questions please contact the IT helpdesk at 802-828-3777.
2. This year the DOE is providing schools the only option of online reporting. This year we expect to receive all student census data electronically. If you believe you do not have the capability to complete the collection via the online application please contact the IT helpdesk at 802-828-3777.
3. FUTURE NEWS: The student census will be updated again in the spring. We will ask you to update a subset of the fall data and request new information regarding where your student is residing as of March 15, 2009.

### **Completing the Student Census**

The student census is a list of students in the Vermont educational system with a specific set of information about each student. This data collection allows the DOE to satisfy many state and federal reporting requirements. These requirements include the October 1 enrollment report to EDFacts, the allowable tuition full-time equivalent (FTE), allocation of state and federal funds based on student counts (such as Federal titles and small schools grants), and federal accountability requirements. In addition, we use the student census to create labels for the annual distribution of the student assessments.

If you have received this collection, your school or supervisory union reported student information last year. We have preloaded the collection application with information about your students using the data you submitted last year. We made some assumptions and applied rules to fill some data elements with reasonable information. We are asking you to verify the information for each student listed and update or revise the information where necessary. Please add students who are enrolled in your school and are not in the list.

## **Who Belongs on Your Student Census?**

### ***Students to include in your census***

- Any student enrolled in your school at any point during the fall session of this school year. Please include students who were enrolled at the beginning of the fall session and later withdrew even if they withdrew before October 1.
- Students who arrive at your school in the morning and are transported to and from the technical center at the expense of your district
- Students attending an alternative program operated by your school
- Students on your register who are currently being evaluated for but are not enrolled in an independent school or tutorial program
- Students who are enrolled in your school (on your register) and receiving tutoring by school staff at home or in the hospital.
- Students who are enrolled in your school and involved in an approved educational experience outside of your school (e.g., a page for the legislature).
- Home-study students who participate in academic classes or extra-curricular activities at your school.
- Students who have chosen to attend your school rather than their regular school through an Act 150 agreement.
- We also allow you to enter a student attending or receiving services at your school that is officially enrolled in a different school/program.

### ***Students who are NOT on your census***

- Students enrolled in a technical center and not transported by your district (those students are reported by the home high school of the technical center)
- Students living within your area and attending an independent school (those students will be included in the independent school's collection)
- Headstart students, unless they are also in EEE or PK programs
- Students enrolled in an independent school taking extracurricular activities at your school.
- Students who have chosen to attend a different school within your Act 150 school choice region.

## **Confidentiality Issues to Consider**

The student census contains confidential information about students. Accordingly, the VT Department of Education adheres to the Family Educational Rights and Privacy Act (FERPA) - 34 C.F.R. Section 99.31. FERPA allows for the collection of data required to do the work of state and educational agencies. The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of education records. Schools and districts also have a responsibility to protect the confidentiality of student records. Please be sure that proper policies and procedures are in place, and followed, to successfully complete this update.

Please do not Email identifiable student information to the DOE.

## **Completing the School/Organizational Profile**

### ***Mailing and Physical Addresses***

- a. Purpose:
  - The DOE is required to submit both addresses to EDFacts. In addition, we use this information to create mailing lists for the department.
- b. Instructions:
  - The mailing and physical address of your school or SU will be prefilled with the information in the current DOE database. Please verify or update your school or Supervisory Union's mailing and physical address.

### ***Calendar Information***

- a. Purpose: Calendar information is used for calculating the allowable tuition FTE and establishing the ADM census period.
- b. Instructions:
  - First student session day (First day of classes): Enter the first day of classes in the current year.
  - Projected end date of school year: Enter the day you expect classes to end this year.
  - Number of session days: Enter the number of regular session days scheduled in this school year. According to Vermont statute this number must be at least 175.
  - Number of part-time kindergarten morning/afternoon sessions: Enter the number of mornings (or afternoons) part-time kindergarten students are expected to receive services this year. These numbers cannot exceed the Number of Session days (they are expected to be equal to or less than 180).
  - Excused school days 1-5: Please enter the dates that school was not in session between the first day of classes and the 31st day of the school year. These dates include in-service days, emergency closings, and scheduled holidays. If your school is closed for more than 5 days during the first 31 days of the school year please contact the IT helpdesk at (802)-828-3777.

### ***Educational Levels Offered at this Institution***

- a. Purpose: The DOE is required to report the grades offered at each of Vermont's schools and districts to EDFacts. This information is critical in completing analyses that require separating schools by educational levels.
- b. Instruction:
  - The application will be prefilled with information currently in the DOE database. Please verify or update the data provided by selecting a "Y" for each level offered regardless of whether the school enrolls students at that level. For instance, a school that serves KP-4 will select a "Y" under K Part-time, Grade 1, Grade 2, Grade 3, and Grade 4 even if there are no current second graders.

### ***School URL (Website address)***

- a. Purpose: We intend to use this for the DOE website directory. In addition, we will submit this information to the US DOE in EDFacts.
- b. Instruction:
  - Enter your school or SU's website address. This field is optional.

### ***Principal/Co-principal/Registrar Information***

- a. Purpose: The DOE is asking for this staff information to develop up-to-date directories and mailing lists.
- b. Instruction:
  - Enter the name and title of principal, co-principal, or registrar on the appropriate tab.
  - Enter the Email address of the school principal (required). Enter the Email address of the school registrar only if the address can be used for official communication. Please do not send personal Email addresses.
  - If mailing and/or physical address is the same as the school please click the checkbox to have those fields automatically filled. If the person's address is different than the school please enter the appropriate address.

## **Updating/Adding Student Records**

### ***Student Identification***

- a. Purpose: Identifying information for students allows us to create unique student IDs. These IDs allow for matching data across student-level data collections.
- b. Instruction
  - Verify pre-filled records or enter the names, gender and birth date of all students. Name fields will not accept commas or apostrophes.

### ***Race***

- a. Purpose: The DOE is required to submit enrollment, dropout, graduation, and other data by racial/ethnic categories. In addition, we use the racial category in the student assessment and accountability system.
- b. Instruction
  - Select "Y" for as many racial categories as applies to the student. You may select more than one racial category.

#### **Race Options**

- **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliations or community recognition.
- **Asian.** A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.
- **Black or African American.** A person having origins in any of the black racial groups of the Africa. Terms such as Haitian, or "Negro", can be used in addition to "Black or African American".
- **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White.** Indication of a person having origins in any of the peoples of Europe, North Africa, or the Middle East.

***Ethnicity***

- a. Purpose: The DOE is required to submit enrollment, dropout, graduation, and other data by racial/ethnic categories. In addition, we use the racial category in the student assessment and accountability system.
- b. Instruction:
  - Select “Y” if the student is Hispanic. A student is considered Hispanic if there is an indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

***Enrollment Information*****Begin Enroll Date/End Enroll Date**

- a. Purpose: These dates allow the DOE to determine if students were enrolled in your school on October 1 (for counting enrollment) and ADM. In addition, it will allow us to keep track of students transferring between schools to improve the accuracy of the state dropout statistic.
- b. Instruction:
  - The Beginning Enroll Date is the month, day, and year on which an individual enters and begins to receive instructional services in this school or an institution during a given session. Keep in mind that we are asking for the ORIGINAL date the student entered this school, not the date the student enrolled in school this year. For instance, a 3<sup>rd</sup> grader who has only been enrolled in a single K-8 school will have an enrollment date around September 2004. The only time the Beginning Enroll Date changes is if the student leaves your school to go elsewhere, then returns to your school.
  - The End Enrollment Date will only be filled when students have left the school through transfer, withdrawal (including students absent 10 consecutive days), or death. When a student has left a school please enter an End Enrollment Date and select an Exit/Withdrawal type.

**Admission Status**

- a. Purpose: The Admission Status allows us to group students for purposes of calculating the Average Daily Membership.
- b. Instruction:
  - Admission Status is prefilled in the census application using information previously submitted to the DOE. Please verify or update the Admission Status for each student. An Admission Status is assigned to a student when he or she is admitted to a school or an educational institution.

**Admission Status Options**

- **Student was never enrolled at this organization:** A student listed in the application who is not and has never been enrolled at your school.
- **Regular student:** A student who meets all of the regular admission requirements of a school or an educational institution. This includes only students who are residents of the operating school district, students who are residents of member towns of a union district, and students tuitioned from other districts. Please see Guest Student for other options.
- **Act 150 student:** A high school student who meets all of the regular admission requirements of a school attending from another Vermont high school with an Act 150 school choice agreement.

- **Exchange student:** A student from a country outside of the United States or its outlying areas who is temporarily enrolled in classes or a course of study at a school or educational institution in the United States. These students are not included in the ADM calculation.
- **Home-study student taking academic classes:** A student who receives home instruction and takes academic courses at a school. Academic courses include those courses that regular students receive academic credit for and that take place during normal school hours. Note: these students may or may not participate in extra- or co-curricular activities. For ADM purposes, these students are treated like part-time students.
- **Home-study student participating in extra- or co-curricular activities only:** A student who receives home instruction and who participates in school sponsored extra- or co-curricular activities. These activities frequently take place outside of normal school hours and often last for only a portion of the school year. The school is not required to track attendance for these students. Do not include students attending an independent school and participating in extra- or co-curricular activities here. Independent school students should not be on a public school's list of students. Each activity receives an ADM of 0.03.
- **Guest student:** A student attending a school or educational institution on a full-time basis other than the school of his or her regular enrollment. These students are not included in the ADM.
- **Receiving services:** Student is receiving services at this school, and enrolled in a different organization.
- **Enrolled--served elsewhere:** Student is enrolled at this school, but receiving services in a different organization

#### Entry/Reentry Type

- a. Purpose: The Entry/Reentry Type allows the DOE to help track students. It is important to identify students transferring from one school to another in calculating the October 1 count and the graduation and dropout rates that are essential in federal accountability.
- b. Instruction:
  - Select an Entry/Reentry Type for each student. Entry or Reentry is the process by which a student enters a school during a given academic session.

#### Entry/Reentry Type Options

- **Transfer from a public school in Vermont, a designated public school, or Rivendell Academy**—A student who transfers from a public school that is located in the state of Vermont, a designated public school (one of the four academies) or Rivendell Academy in Orford, NH.
- **Transfer from an independent school in Vermont:** A student who transfers from an independent school in Vermont. This does not include student transferring from one of the four academies designated as public schools (see 01).



- **Transfer from a school in a different state or from a school outside of the country:** A student who transfers from a public or private school that is located in a state outside Vermont, a public or private school that is located outside of the United States, or a United States overseas dependents school. See 09 and 10 for options related to foreign students.
- **Transfer from an institution:** A student who transfers from an institution having an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.
- **Transfer from home schooling:** A student who transfers from a period of receiving instruction in a home environment (chosen for reasons other than health).
- **Matriculation from another school:** A student who enters a school after successful completion and promotion from the highest instructional level of another school to enter the next higher level.
- **Re-entry after a voluntary or involuntary withdrawal:** A student who had previously entered any class in a school and then re-enters the same or a different school after he or she has left school for voluntary reasons (e.g., prolonged illness, temporary disability, or dropping out) or involuntary reasons (e.g., expulsion) during a regular school session.
- **Original entry into a United States school:** A student already residing in the United States enters a school for the first time in the United States or an outlying area. This student is likely to be a preschool or kindergarten student.
- **Original entry into a United States school from a foreign country with no interruption in schooling:** A student who has recently moved from a foreign country where he or she had been enrolled in school and enters a school in the United States or an outlying area for the first time.
- **Original entry into a United States school from a foreign country with an interruption in schooling:** A student who has recently moved from a foreign country where he or she had not been enrolled in school and enters a school in the United States or an outlying area for the first time.

### Example

If a student leaves and later re-enters you will report more than one record for that student. For example, Joe Smith was a 10<sup>th</sup> grade student on your October 1 census last year. He chose to go to a different high school this year through an Act 150 school choice agreement. He began the school year at the second school and returned to your school three weeks after the beginning of this school year. The table below describes the two records you should report for Joe Smith. The “choice” high school will also submit information about Joe Smith.

Data Element	Record 1	Record 2
Begin Enroll Date	Appropriate date (e.g., 09/01/2005)	Date Joe returns to school (e.g., 10/20/2008)
End Enroll Date	End of last school year (because Joe had already chosen a different school) (e.g., 06/02/2008)	None (Joe is still enrolled in your school)
Admission Type	Regular Student	Regular Student
Entry/Reentry Type	Matriculation from another school	Transfer from a public school in VT*
Exit/ Withdrawal Type	Transfer to a public school in VT*	Blank

\*A student who dropped out and reentered school would have an entry/reentry type of “re-entry after a voluntary or involuntary withdrawal” and an appropriate Exit/Withdrawal Type like “Moved, not known to be continuing”, “absence/status unknown”, or “discontinued schooling”.

### ***Source of Funding***

- a. Purpose: The Source of Funding is used to determine which students are included in the ADM calculation.
- b. Instruction:
  - Verify or update the Source of Funding for each student. Funding sources is the person, group, or organizational entity paying for a student's educational expenditures. These expenditures are typically paid by the student's resident district by operating a school, paying tuition, or paying union assessments. However, a student's expenses may be covered by an alternative agreement between the school board and another party. The school district may assume the responsibility for a non-resident, non-member student or the school district may be given funding to pay for that student's educational expenses. Students who are funded by the operating school district or another Vermont School District are included in the ADM calculation.

#### **Source Of Funding Options**

- **Operating School District**
- **Other VT School District**
- **Non-VT School District**
- **VT State Agency**
- **Agency of Another State**
- **Federal Agency**
- **Private Funding:** Select this option if a private party pays tuition to your school to cover a student's educational expenses.
- **Employee Benefit:** Select this option if the student is at your school because his/her parent or legal guardian is a teacher or staff member of the school, not a resident of the operating or union member districts, and not paying tuition.
- **Sponsored by Operating District:** Select this option if the operating school board has agreed to assume a student's educational expenses when not required to by law (i.e., when a student is not a resident of the school district).
- **Other**

### ***Exit/Withdrawal Information***

- a. Purpose: The Exit/Withdrawal Type allows the DOE to help track students. It is important to identify students transferring from one school to another in calculating graduation and dropout rates.
- b. Instruction:
  - Please select an Exit/Withdrawal Type for each exited student. The Exit/Withdrawal type is the circumstance under which the student exited from membership in an educational institution.

#### **Exit/Withdrawal Type Options**

- **Transfer to a public school in Vermont:** A student who transfers to a public school that is located within the state of Vermont.
- **Transfer to a Vermont public school under Act 150 School Choice Agreement:** A student who transfers to another Vermont High School according to an Act 150 agreement.
- **Transfer to an independent school in Vermont:** A student who transfers to an independent school in Vermont.

- **Transfer to a school in a different state or to a school in a different country:** A student who transfers to a public or private school that is located in a state outside Vermont, a public or private school outside of the United States, or to a United States overseas dependents school.
- **Transfer to an institution:** A student who transfers to an institution which has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.
- **Transfer to home schooling:** A student who transfers to receiving instruction in a home environment (chosen for reasons other than health).
- **Matriculation to another school:** A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level.
- **Graduated with regular diploma:** A student who has received a regular high school diploma upon completion of state and local requirements or a high school diploma from a program other than the regular school program.
- **Completed school with other credentials:** A student who has received a certificate of completion or attendance in lieu of a high school diploma.
- **Completed high school equivalency:** A student who successfully completes a GED.
- **Death:** A student whose membership is terminated because he or she died during or between regular school sessions.
- **Illness:** A student who left school for an indefinite period of time, approved by the school, because of a physical illness.
- **Discontinued schooling:** A student who stops attending school and the student does not intend to complete the requirements for a high school diploma.
- **Absence/Status Unknown:** A student who has been withdrawn due to 10 consecutive days of unexcused absence, status or location is unknown to the school or school district.
- **Moved, not known to be continuing:** A student who has moved outside his or her attendance area and is not known to be continuing his or her elementary or secondary education.
- **Transfer to GED program NOT operated by VT School District:** A student who has transferred to a GED or Adult Basic Ed program prior to the completion of his or her secondary education.
- **Transfer to college program**
- If known, select a next place of enrollment from the dropdown box.

### ***Last Known and Next Grade***

- a. Purpose: To calculate retention rates for the state's accountability system we are asking for information about how students move from one grade to the next. This information is critical for replacing the Register Data Collection.

## b. Instruction:

- Grade reported In July 2008 will be prefilled with information from last year's student census. The Begin Date for that grade is automatically filled with the day after the last day of the previous school year (from the school profile). Please verify and update that information. In addition, enter the Current Grade if different from last year's grade and the begin date for Current Grade. The Current Grade has been prefilled to reflect a typical progression of one grade per school year as shown in the first example below. If a student has not followed this customary progression, please adjust as indicated in subsequent examples or as applies to an individual student.

*Examples*Retained students

In this example a student was a 6<sup>th</sup> grader last year and the last day of the previous school year was June 15, 2007. The student was retained and continued in the 6<sup>th</sup> grade this year.

GRADE/COHORT INFO		Enrollment - Exit/Withdrawal Info	
<b>Grade Information</b>			
Grade Reported July 2007			
06 - Sixth Grade			
Begin Date	End Date		
06/16/2007			
Current Grade (if Different from above)			
Begin Date	End Date		

Students Promoted in the Summer

In this example a student was a 6<sup>th</sup> grader last year and the last day of the previous school year was June 15, 2007. The student was retained at the end of the school year and attended a summer session. At the end of the summer session the student was promoted to 7<sup>th</sup> grade.

GRADE/COHORT INFO		Enrollment - Exit/Withdrawal Info	
<b>Grade Information</b>			
Grade Reported July 2007			
06 - Sixth Grade			
Begin Date	End Date		
06/16/2007	08/03/2008		
Current Grade (if Different from above)			
07 - Seventh Grade			
Begin Date	End Date		
8/4/2008			

Demoted students

In this example a student was a 7<sup>th</sup> grader last year and the last day of the previous school year was June 15, 2007. During the school year, a decision was made to return the student to the 6<sup>th</sup> grade. Further, the student was retained in the 6<sup>th</sup> grade at the end of the year.

GRADE/COHORT INFO		Enrollment - Exit/Withdrawal	
<b>Grade Information</b>			
Grade Reported July 2007			
07 - Seventh Grade			
Begin Date	End Date		
06/15/2007	09/15/2007		
Current Grade (if Different from above)			
06 - Sixth Grade			
Begin Date	End Date		
09/16/2007			

***NCLBA High School Cohort Information***

First year student entered the 9<sup>th</sup> grade

- a. Purpose: To determine the student's year of expected high school graduation (called the cohort year). This information is required for the NCLBA graduation rate.
- b. Instruction: Please indicate the CALENDAR year that the student became a 9<sup>th</sup> grader for the first time. See the following examples for illustration.

Example	First year student entered the 9 <sup>th</sup> grade
A student who progresses from the 8 <sup>th</sup> grade to the 9 <sup>th</sup> grade in June, 2008	2008
A student who progresses from the 8 <sup>th</sup> grade to the 9 <sup>th</sup> grade in June, 2007. Subsequently the student was returned to the 8 <sup>th</sup> grade and promoted again to the 9 <sup>th</sup> grade in June, 2008.	2007
A student is promoted from the 8 <sup>th</sup> grade to the 9 <sup>th</sup> grade in February, 2006.	2006
A student is promoted from the 8 <sup>th</sup> grade to the 9 <sup>th</sup> grade in June 2007. The student is not promoted continues as a 9 <sup>th</sup> grader in the 2008-2009 school year.	2007

***ID of Technical Center***

If this student is also attending a technical center please select the appropriate technical center.

***Service Status***

Section 504

- a. Purpose: To identify students receiving 504 services.
- b. Instruction:
  - Select "Y" if the student is qualified for and receiving services and/or accommodations under a 504 plan of the Rehabilitation Act of 1973. Select "N" if the student is not qualified for these services

EST Student

- a. Purpose: To identify students receiving Educational Support Services.
- b. Instruction:
  - Select "Y" if the student receives services discussed and planned at an educational support team meeting, for which written documentation is maintained, whether or not there is a written plan. Select "N" if the student is not receiving these services.

### ***Socioeconomic Status***

#### **School Lunch/Milk Eligibility**

- a. Purpose: School lunch/milk eligibility is the basis for calculating poverty levels for schools. This information is used for NCLBA accountability and is submitted to the Teachers Cancellation Low Income student loan forgiveness program.
- b. Instruction:
  - If student is eligible for free or reduced price breakfast, lunch, or milk programs please select the appropriate choice. The default value for this field is “not eligible”.

#### **School Lunch/Milk Eligibility Options**

- **Free breakfast, lunch, or milk**
- **Reduced-price breakfast or lunch**
- **School wide Eligibility**
- **School does not participate in NSLP**
- **Declined (student was eligible to receive services and declined)**
- **Not Eligible**

### ***Average Daily Membership***

- a. Purpose: To allow the DOE to calculate a 20-day Average Daily Membership for Vermont’s town districts. This information is used in the state aid calculation. The aggregate collection is discontinued. Please remember that the ADM census period for most students is the first 30 (the 11<sup>th</sup> day – the 30<sup>st</sup>) days of school. The information on this tab only applies to those days. The exception is home-school students taking extracurricular activities (see below).
- b. Instruction:
 

For Most Students Including Part-time Students

  - Select the student’s town district of residence. See Title 16, Section 1075 for more information (copied below in Appendix A).
  - Please indicate whether the student is a resident or state-placed student. Please see Title 16 Section 11 for more information (copied below in Appendix A).

#### ***Definition of Resident***

In the case of a minor:

- Legal residence is where his or her parents reside. If the parents live apart, legal residence can be where either parent resides. HOWEVER, if a parent with sole custody lives outside the State of Vermont, the student does not have legal residence in Vermont.
- If the student is in the custody of a legal guardian appointed by a Vermont court, legal residence is where the guardian resides.
- If the student is married, legal residence is where the student lives.

In the case of a student who has reached the age of majority:

- The legal residence is where the student resides.

***Examples of State-Placed Students***

- An 8th grade student in DCF custody placed into a foster home in Newport when the mother lives in Burlington and the father resides in Bennington.
- A female student living at the Lund Home.
- A 19-year-old student placed by Casey Family Services into a group home in Montpelier. Mental Health is paying for part of the cost of the student's residence. Both parents live in Hartford.

***Examples of Students Who are NOT State-Placed***

- A student living with an aunt in Rutland, placed there by their parents who live in Arlington.
- A student placed in Randolph by the State of New Hampshire.
- A student placed into a foster home by DCF, who then turns 18 and DCF closes their case. There is no other agency involvement.
- An adopted student.

- Select Part-time or Full-time student. If you select Part-time you will be asked for the number of hours a student is expected in school in a given week during the 30-day census period. For instance, a home-school student taking a chemistry class that meets for three, one-hour classes and a two-hour lab each week will be expected in school for five hours per week.
- ADM Begin Date will be the first day classes are in session or the day the student enrolls in school between the first and 30th day of school. If the student remains in school but moves to a different town district, this date represents the date the student becomes a resident of the new town.

**NOTE:** If the student stays in this school but changes town district of residence during the first 30 days of school click "Additional ADM" button and enter the information related to the move. Also, if a student withdraws and reenters the school within the first 30 days a second set of information is required.

For Home-School Students Participating in Extra-Curricular Activities

- The census period for these students is from the 41<sup>st</sup> day of the last school year (2007-2008) to the 40<sup>th</sup> day of this school year (2008-2009). These students will receive an ADM of 0.03 for each extracurricular activity during this period. The ADM must be assigned to the student's town district of residence. Do not include this information if the home-school student is also taking academic classes. In that case, the student's ADM will be calculated as a part-time student.
- Select the student's town district of residence and the activity ADM allowed for that town district. For example, a home-school student who resides in Montpelier participated in the ski club *and* track team at Montpelier High School last year. The town of residence is Montpelier and the Activity ADM is 0.06.
- If the student moves during the census period but remains in this school, enter information on more than one line. For instance, consider a home-school student who participates in ski club and the track team at Montpelier High School. If the student moves from Montpelier to Berlin in March the Activity ADM would be divided between the two schools. Montpelier receives an

Activity ADM of 0.03 (for ski club) and Berlin also receives an Activity ADM of 0.03 (for track team).

**NOTE:** If a student changes town district of residence more than three times during the census period, contact the IT Team Helpdesk (802) 828-3777.

**Enter Contact Information**

Please enter a name, phone number, and Email address for your Section 504 Contact, NSLP Administrator, Educational Support Services, and a General Contact for this collection. If you do not have separate names for each position you can repeat the general contact for each line.

**How to Submit Data**

*The Student Census is due November 7, 2008.*

**Vermont Department of Education  
IT Team: Data Management & Analysis  
120 State Street  
Montpelier, VT 05620  
(802) 828-3777**



## APPENDIX A: RELEVANT VERMONT STATUTES

### **16 V.S.A. § 1075. Legal residence defined; responsibility and payment of education of pupils**

(a) For the purpose of this title, except as otherwise set forth herein, the legal residence or residence of a pupil shall be as follows:

(1) in the case of a minor, legal residence is where his or her parents reside, except that:

(A) if the parents live apart, legal residence is where either parent resides, but if a parent with sole custody lives outside the state of Vermont the pupil does not have a legal residence in Vermont;

(B) if the minor is in the custody of a legal guardian appointed by a Vermont court or a court of competent jurisdiction in another state, territory or country, legal residence is where the guardian resides;

(2) in the case of a student who has reached the age of majority, legal residence is where the student resides;

(3) for the purposes of this title, "resident" of the state and of a school district means a natural person who is domiciled in the school district and who, if temporarily absent, demonstrates an intent to maintain a principal dwelling place in the school district indefinitely and to return there, coupled with an act or acts consistent with that intent. The term "temporarily absent" includes those special cases listed in 17 V.S.A. § 2122(a). The term "residence" is synonymous with the term "domicile." A married person may have a domicile independent of the domicile of his or her spouse. If a person removes to another town with the intention of remaining there indefinitely, that person shall be considered to have lost residence in the town in which the person originally resided even though the person intends to return at some future time. A person may have only one residence at a given time.

(b) The commissioner shall determine the legal residence of all state-placed students. In all other cases, the board of school directors of the district in which the pupil is living shall determine the pupil's legal residence. If a pupil is denied enrollment at any stage, the pupil and his or her parent or guardian shall be notified in writing, within 24 hours, of the provisions of this section. If the pupil is not in attendance as a result of a preliminary decision by school officials and a decision from the board of school directors will not be available by the end of the second school day after the request for enrollment is made, the commissioner may issue a temporary order requiring enrollment. Any interested person or taxpayer who is dissatisfied with the decision of the board as to the pupil's legal residence may appeal to the commissioner of education, who shall determine the pupil's legal residence, and the decision of the commissioner shall be final. Pending appeal under this subsection, the commissioner shall issue a temporary order requiring enrollment.

(c) A state-placed student, other than one placed in a 24-hour residential facility, shall be educated by the school district in which the pupil is living, unless an alternative plan or facility for the education of the pupil is agreed upon by the commissioner of education. In the case of a dispute as to where a state-placed student is living, the commissioner shall conduct a hearing to determine which school district is responsible for educating the pupil. The commissioner's decision shall be final.

(e) For the purposes of this title, the legal residence or residence of a child of homeless parents is where the child temporarily resides unless the parents and another school district agree that the child's attendance in school in that school district will be in the best interests of the child in that continuity of education will be provided and transportation will not be unduly burdensome to the school district. A "child of homeless parents" means a child whose parents;

(1) lack a fixed, regular and adequate residence; or

(2) have a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations such as public assistance hotels, emergency shelters, battered women's shelters, and transitional housing facilities, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

(f) For the purposes of this title, the legal residence of an alien, immigrant or refugee child shall be determined in the same manner as in subsection (e) of this section, unless the child's parents have established a residence in the state.

(h) For the purposes of this title, the legal residence or residence of an independent student is where the independent student resides. "Independent student" as used in this subsection means a child between the ages of 14 and 18 years who by the acts and expressions of the child and his or her parents or legal guardian has demonstrated that he or she is living separate and apart from his or her parents or legal guardian, is independent of the authority of his or her parents or legal guardian, and is not economically dependent upon his or her parents or legal guardian. For the purposes of this subsection, the term "independent student" shall also include "emancipated minor" as that term is defined in section 7151(a) of Title 12.

(i) The commissioner of social and rehabilitation services shall continue to provide social services and

financial support in accordance with 16 V.S.A. § 2950 on behalf of individuals under his or her care and custody while in a residential placement, until they reach their nineteenth birthday.

(j) A claim or statement of fact bearing on residency shall be subject to 13 V.S.A. § 3016.

**16 V.S.A §11 (28): Definition of State Placed Student**

(A) A Vermont pupil who has been placed in a school district other than the district of residence of the pupil's parent, parents, or guardian or in an approved residential facility by a Vermont state agency, or any other agency as defined by the commissioner, or

(B) A Vermont pupil who:

(i) is 18 years of age or older,

(ii) is living in a community residence as a result of placement by a Vermont state agency, a Vermont licensed child placement agency or a designated community mental health agency, and whose residential costs are paid for in whole or in part by one of these agencies, and

(iii) resides in a school district other than the district of the pupil's parent or parents, or

(C) A pregnant or postpartum pupil attending school at an approved education program in a residential facility or outside the school district of residence pursuant to subsection 1073(b) of this title.

**Sec. 16. 16 V.S.A. § 4001(1) is amended to read:**

(1) "Average daily membership" of a school district, or if needed in order to calculate the appropriate homestead tax rate, of the municipality as defined in 32 V.S.A. § 5401(9), in any year means:

(A) the full-time equivalent enrollment of pupils, as defined by the state board by rule, who are legal residents of the district or municipality attending a school owned and operated by the district, attending a public school outside the district under an interdistrict agreement, or for whom the district pays tuition to one or more approved independent schools or public schools outside the district during the annual census period. The census period consists of the ~~first 40 days~~ 11th day through the 30th day of the school year in which school is actually in session; and

(B) the full-time equivalent enrollment in the year ~~between the end of~~ before the last census period and ~~the end of the current census period~~, of any state-placed students as defined in subdivision 11(a)(28) of this title. A school district which provides for the education of its students by paying tuition to an approved independent school or public school outside the district shall not count a state-placed student for whom it is paying tuition for purposes of determining average daily membership. A school district which is receiving the full amount, as defined by the state board by rule, of the student's education costs under subsection 2950(a) of this title, shall not count the student for purposes of determining average daily membership. A state-placed student who is counted in average daily membership shall be counted as a student for the purposes of determining weighted student count.

**Sec. 17. 16 V.S.A. § 4001(1) is amended to read:**

(1) "Average daily membership" of a school district, or if needed in order to calculate the appropriate homestead tax rate, of the municipality as defined in 32 V.S.A. § 5401(9), in any year means:

(A) the full-time equivalent enrollment of pupils, as defined by the state board by rule, who are legal residents of the district or municipality attending a school owned and operated by the district, attending a public school outside the district under an interdistrict agreement, or for whom the district pays tuition to one or more approved independent schools or public schools outside the district during the annual census period. The census period consists of the ~~11th day through the 30th day~~ first 40 days of the school year in which school is actually in session; and

(B) the full-time equivalent enrollment in the year ~~before~~ between the end of the last census period and the end of the current census period, of any state-placed students as defined in subdivision 11(a)(28) of this title. A school district which provides for the education of its students by paying tuition to an approved independent school or public school outside the district shall not count a state-placed student for whom it is paying tuition for purposes of determining average daily membership. A school district which is receiving the full amount, as defined by the state board by rule, of the student's education costs under subsection 2950(a) of this title, shall not count the student for purposes of determining average daily membership. A state-placed student who is counted in average daily membership shall be counted as a student for the purposes of determining weighted student count.

**Sec. 18. EFFECTIVE DATES**

(a) Sec. 16 shall take effect on July 1, 2007.

(b) Sec. 17 shall take effect on July 1, 2009.

## APPENDIX B: DEFINITIONS AND INSTRUCTIONS

Data Element	Instructions/Definitions	Format	Watch out for these Common Mistake(s)
<i>General information</i>			
Student ID #	A statewide unique identifier assigned by VT DOE. This number is distinct for each student over time.	7 character limit	Schools may <u>not</u> assign ID#s.
Last Name	Student's last name as the name currently exists in your school's system	No character limit	Transposing first & last names
First Name	A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. Student's first name as the name currently exists in your school's system.	No character limit	Transposing first & last names.
Middle Name/Initial	A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. Student's middle name or initial	No character limit	
Post Name	An appendage, if any, used to denote an individual's generation in family if applicable, JR, SR, III, etc.	4 character limit	
Date of Birth	Date of Birth is important so the DOE can check or match student information during the verification process.	MM/DD/YYYY format Example: 07/01/1992	Transposing numbers
Gender	A student's gender.	1 character code F = Female, M = Male	
Race	<p><u>American Indian or Alaskan Native</u>: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.</p> <p><u>Asian</u>: A person having the origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><u>Black or African American</u>: A person having origins in any of the black racial groups of Africa.</p> <p><u>Native Hawaiian or Other Pacific Islander</u>: A person having the origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><u>White</u>: A person having origins in any of the original peoples of Europe, North Africa, or Middle East.</p>	<p>Check boxes, 1 character code each Select all that apply.</p> <ul style="list-style-type: none"> <li>American Indian/Alaskan Native</li> <li>Asian</li> <li>African-American</li> <li>Native Hawaiian or Pacific Islander</li> <li>White</li> </ul>	
Ethnicity	<u>Hispanic or Latino</u> : An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	1 character code Y = Student is of Hispanic or Latino origin N = Student in NOT of Hispanic or Latino origin	
Enrollment Begin Date	The month, day, and year on which an individual enters and begins to receive instructional services in a school or an institution during a given session.	MM/DD/YYYY format Example: 07/01/1992	Transposing numbers

**APPENDIX B: DEFINITIONS AND INSTRUCTIONS**

<b>Data Element</b>	<b>Instructions/Definitions</b>	<b>Format</b>	<b>Watch out for these Common Mistake(s)</b>
Enrollment End Date	The last month, day, and year of an individual's attendance in school, the day on which an individual was graduated, or the date on which it becomes known officially that an individual left school.	<i>MM/DD/YYYY format</i> Example: 07/01/1992	Transposing numbers
Admission Status	The status given to a student when he or she is admitted to a school or an educational institution.	<i>Drop Down List</i>	
Entry/ Reentry Type	The process by which a student enters a school for the first time or upon reentry after a withdrawal. This field does not have to be altered for continuing students.	<i>Drop Down List</i>	
Source of Funding	The person, group, or organizational entity paying for a student's educational expenditures. These expenditures are typically paid by the student's resident district by operating a school, paying tuition, or paying union assessments.	<i>Drop Down List</i>	
Exit/ Withdrawal Type	The circumstances under which the student exited from membership in an educational institution. Only required if the student has an enrollment end date.	<i>Drop Down List</i>	
New Place of Enrollment	Optional. Enter the state assigned ID for an educational organization an exiting student is planning on attending if known.	<i>Drop Down List</i>	
Grade Reported July 2008	The last reported grade level or primary instruction level at which a student received services in a school or an educational institution. Student's grade level as of July 2008.	<i>Drop Down List</i> <ul style="list-style-type: none"> <li>• IT=Family Infant Toddler Program</li> <li>• EE = Ess Early Ed</li> <li>• PK = PreK</li> <li>• KP - Kindergarten - Part Time</li> <li>• KF = Kindergarten - Full Time</li> <li>• 01-12 = 1st - 12th grade</li> <li>• AW = Adult without diploma</li> <li>• PD =Post Graduate/Adult with Diploma</li> </ul>	
Grade Reported July 2008 Begin Date	The month, day, and year on which an individual begins to receive instructional services in a grade.	<i>MM/DD/YYYY format</i> Example: 06/15/2008	Transposing numbers
Grade Reported July 2008 End Date	The month, day, and year an individual's last received instructional services in a grade.	<i>MM/DD/YYYY format</i> Example: 07/01/2008	Transposing numbers

**APPENDIX B: DEFINITIONS AND INSTRUCTIONS**

<b>Data Element</b>	<b>Instructions/Definitions</b>	<b>Format</b>	<b>Watch out for these Common Mistake(s)</b>
Current Grade	The new (since last reported) grade level or primary instruction level at which a student received services in a school or an educational institution. This is only needed if it is different from the July 2008 grade and date.	(see 19. Grade Reported on July 2008 Format)	
Current Grade Begin Date	The day after last grade end date. This is only needed if the student's current grade is different than the July 2008 reported grade.	<i>MM/DD/YYYY format</i> Example: 07/02/2008	Transposing numbers
Current Grade End Date	The month, day, and year an individual's last received instructional services in a grade.	<i>MM/DD/YYYY format</i> Example: 07/10/2008	Transposing numbers
First Year Entered 9 <sup>th</sup> Grade	The 4 digit calendar year a student enters 9th grade for the first time. Only required if student is in or above 9 <sup>th</sup> grade.	<i>4 character limit</i>	
NCLBA Cohort Year	(Read Only)	<i>You cannot update this field</i>	
ID of Tech Ctr (if applicable)	The name of a student's tech center.	<i>Drop Down List</i>	
<b>Socioeconomic and Service Status</b>			
School Lunch/ Milk Eligible	An indication of a student's eligibility for free and reduced price breakfast, lunch, and milk programs.	<i>Drop Down List</i> <ul style="list-style-type: none"> <li>• Free breakfast, lunch or milk</li> <li>• Reduced-price breakfast or lunch</li> <li>• Schoolwide Eligibility</li> <li>• School does not participate in NSLP</li> <li>• Declined</li> <li>• Noneligible</li> </ul>	
Section 504	Any student who is qualified for and receiving service and/or accommodations under a s504 plan or the Rehabilitation Act of 1973.	<i>1 character code</i> Y = Yes, N = No	
EST	Any student who is receiving services which were discussed and planned at an educational support team meeting, for which written documentation is maintained, whether or not there is a written plan.	<i>1 character code</i> Y = Yes, N = No	
<b>ADM</b>			
Town District of Residence	The VT DOE assigned ID for the student's town district of residence. For all students enrolled in academic courses or educational programs, this ID should reflect all changes within the ADM period. A student would only have more than one town district of residence if the student moves to another VT district during the first 30 days of school and continues to be enrolled in the same school. Use the town district code of the district in which the student resides.	<i>Drop Down List</i>	

**APPENDIX B: DEFINITIONS AND INSTRUCTIONS**

<b>Data Element</b>	<b>Instructions/Definitions</b>	<b>Format</b>	<b>Watch out for these Common Mistake(s)</b>
ADM Type	Identify student as "RESIDENT" or "State Placed". In this context, the ADMTYP should reflect all changes within the ADM period.	<i>Drop Down List</i>	
Full Time/ Part Time Status	The status given to a student in relation to the course load that he or she is carrying. If part time is selected, enter the number of hours the student will be attending in the box that appears.	<i>Drop Down List</i>	
ADM Begin Date	The month, day, and year marking the beginning of the students inclusion in the ADM count. This date should mark changes in town district of residence and ADMTYP status.	<i>MM/DD/YYYY format Example: 08/25/2008</i>	
<i>Home School Activity ADM (Home school students without credit only)</i>			
Town District of Residence	The VT DOE assigned ID for the student's town district of residence. For all students enrolled in academic courses or educational programs, this ID should reflect all changes within the ADM period. A student would only have more than one town district of residence if the student moves to another VT district during the first 30 days of school and continues to be. Use the town district code of the district in which the student resides.	<i>Drop Down List</i>	
Home School Activity ADM	These students will receive an ADM of .03 for each extracurricular activity during this period. The ADM must be assigned to the student's town district of residence. DO NOT include this information if the home school student is also taking academic classes. In that case, the student's ADM will be calculated as a part-time student.	<i>Number, two decimal places</i>	

# Appendix C: Vermont Town Identification Codes

Town ID#	Town Name				
		T053	Cornwall	T107	Johnson
		T054	Coventry	T108	Kirby
T001	Addison	T055	Craftsbury	T109	Landgrove
T002	Albany	T056	Danby	T110	Leicester
T003	Alburgh	T057	Danville	T111	Lemington
T004	Andover	T058	Derby	T260	Lewis
T005	Arlington	T059	Dorset	T112	Lincoln
T006	Athens	T060	Dover	T113	Londonderry
T256	Averill	T061	Dummerston	T114	Lowell
T257	Avery's Gore	T063	Duxbury	T115	Ludlow
T007	Bakersfield	T064	East Haven	T116	Lunenburg
T008	Baltimore	T065	East Montpelier	T117	Lyndon
T009	Barnard	T066	Eden	T118	Maidstone
T010	Barnet	T067	Elmore	T119	Manchester
T011	Barre City	T068	Enosburgh	T120	Marlboro
T012	Barre Town	T069	Essex Junction ID	T121	Marshfield
T013	Barton ID	T070	Essex Town	T122	Mendon
T014	Belvidere	T073	Fair Haven	T123	Middlebury ID
T015	Bennington ID	T071	Fairfax	T124	Middlesex
T017	Benson	T072	Fairfield	T125	Middletown Springs
T018	Berkshire	T074	Fairlee	T126	Milton ID
T019	Berlin	T075	Fayston	T127	Monkton
T020	Bethel	T258	Ferdinand	T128	Montgomery
T021	Bloomfield	T076	Ferrisburgh	T129	Montpelier
T022	Bolton	T077	Fletcher	T130	Moretown
T023	Bradford ID	T078	Franklin	T131	Morgan
T024	Braintree	T079	Georgia	T132	Morristown
T026	Brandon	T259	Glastenbury	T133	Mt. Holly
T027	Brattleboro	T080	Glover	T134	Mt. Tabor
T028	Bridgewater	T081	Goshen	T138	New Haven
T029	Bridport	T082	Grafton	T135	Newark
T030	Brighton	T083	Granby	T136	Newbury
T031	Bristol	T084	Grand Isle	T137	Newfane
T032	Brookfield	T085	Granville	T139	Newport City
T033	Brookline	T086	Greensboro	T140	Newport Town
T034	Brownington	T087	Groton	T141	North Bennington ID
T035	Brunswick	T088	Guildhall	T143	North Hero
T255	Buel's Gore	T089	Guilford	T142	Northfield
T036	Burke	T090	Halifax	T144	Norton
T037	Burlington	T091	Hancock	T145	Norwich
T038	Cabot	T092	Hardwick	T146	Orange
T039	Calais	T093	Hartford	T147	Orleans ID
T040	Cambridge	T094	Hartland	T148	Orwell
T041	Canaan	T095	Highgate	T149	Panton
T042	Castleton	T096	Hinesburg	T150	Pawlet
T043	Cavendish	T097	Holland	T151	Peacham
T044	Charleston	T098	Hubbardton	T152	Peru
T045	Charlotte	T099	Huntington	T153	Pittsfield
T046	Chelsea	T100	Hyde Park	T154	Pittsford
T047	Chester	T101	Ira	T155	Plainfield
T048	Chittenden	T102	Irasburg	T156	Plymouth
T049	Clarendon	T103	Isle La Motte	T157	Pomfret
T050	Colchester	T104	Jamaica	T158	Poultney
T051	Concord	T105	Jay	T159	Pownal
T052	Corinth	T106	Jericho	T160	Proctor

### Appendix C: Vermont Town Identification Codes

T161	Putney	T209	Troy	T256	Averill
T162	Randolph	T210	Tunbridge	T257	Avery's Gore
T163	Reading	T211	Underhill ID	T258	Ferdinand
T164	Readsboro	T212	Underhill Town	T259	Glastenbury
T165	Richford	T213	Vergennes ID	T999	Orford, NH
T166	Richmond	T214	Vernon		Other State
T167	Ripton	T215	Vershire	901	Massachusetts
T168	Rochester	T216	Victory		Other State
T169	Rockingham	T217	Waitsfield	902	New Hampshire
T170	Roxbury	T218	Walden	903	Other State New York
T171	Royalton	T219	Wallingford		Other Country
T172	Rupert	T220	Waltham	904	Quebec, Canada
T173	Rutland City	T221	Wardsboro		Other
T174	Rutland Town	T262	Warner's Grant	905	Out of State
T175	Ryegate	T222	Warren		Other
T180	Salisbury	T263	Warren's Gore	906	Out of Country
T181	Sandgate	T223	Washington		
T182	Searsburg	T224	Waterbury		
T183	Shaftsbury	T225	Waterford		
T184	Sharon	T226	Waterville		
T185	Sheffield	T227	Weathersfield		
T186	Shelburne	T228	Wells		
T187	Sheldon	T229	Wells River		
T188	Sherburne (Killington)	T230	West Fairlee		
T189	Shoreham	T233	West Haven		
T190	Shrewsbury	T237	West Rutland		
T191	So. Burlington	T238	West Windsor		
T192	So. Hero	T231	Westfield		
T261	Somerset	T232	Westford		
T193	Springfield	T234	Westminster		
T176	St. Albans City	T235	Westmore		
T177	St. Albans Town	T236	Weston		
T178	St. George	T239	Weybridge		
T179	St. Johnsbury	T240	Wheelock		
T194	Stamford	T241	Whiting		
T195	Stannard	T242	Whitingham		
T196	Starksboro	T243	Williamstown		
T197	Stockbridge	T244	Williston		
T198	Stowe	T245	Wilmington		
T199	Strafford	T246	Windham		
T200	Stratton	T247	Windsor		
T201	Sudbury	T248	Winhall		
T202	Sunderland	T249	Winooski ID		
T203	Sutton	T250	Wolcott		
T204	Swanton	T251	Woodbury		
T205	Thetford	T252	Woodford		
T206	Tinmouth	T253	Woodstock		
T207	Topsham	T254	Worcester		
T208	Townshend	T255	Buel's Gore		

  

Technical Centers	
V002	Barre Reg Voc Tech Ctr
V004	Burlington Tech Ctr
V005	Cold Hollow Career Cent
V006	Essex Jct Reg Tech Ctr
V007	Hartford Career & Tech Ctr
V008	Green Mtn Career & Tech Ctr
V010	North Country Career Ctr.
V003	NW Tech Ctr
V001	Patricia Hannaford Career Ctr
V012	Randolph AVC
V011	River Bend Career & Tech Ctr
V016	River Valley Tech Ctr
V014	SE VT Career Ed Ctr
V013	Stafford Tech Ctr
V009	SW VT Career Development Ctr